

GOVERNMENT OF INDIA  
MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION  
NORTH EASTERN COUNCIL SECRETARIAT  
NONGRIM HILLS :: SHILLONG - 793 003.


Advertisement No. ADMN-13012/4/2017-ADMN

Dated: Shillong, the 19<sup>th</sup> April, 2018

The North Eastern Council Secretariat is looking for the services of suitable officers for filling up the posts of (1) 01 (one) post of Draftsman Grade I and (2) 13 (thirteen) posts Upper Division Clerk on deputation basis. The details of the posts, eligibility criteria, job requirement and experience required for the posts are indicated in Annexure - I. The pay and other terms and conditions of deputation will be regulated in accordance with DoPT O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. Cadre authorities/ Heads of Departments are requested to forward applications of eligible and willing candidates whose services can be spared on deputation immediately on selection so as to reach the undersigned **within 60 days** from the date of publication of this advertisement in the Employment News.

**LIST OF ENCLOSURES TO BE ACCOMPANIED WITH THE APPLICATION/CERTIFICATES TO BE GIVEN BY THE OFFICE/DEPARTMENT WHILE FORWARDING THE APPLICATION.**

1. Application in prescribed format-Annexure II duly completed, signed by the applicant and countersigned by the Cadre/Appointing authority.
2. Attested copies of ACRs/APARs for the last five (5) years duly attested on each page with seal by an officer not below the rank of Under Secretary to the Govt. of India or equivalent.
3. Integrity Certificate.
4. Vigilance Clearance.
5. Cadre Clearance Certificate.
6. Major or minor penalty certificate for the last 10 years of service.
7. A certificate to the effect that the particulars furnished by the applicant have been verified and found correct as per service records.

  
(Kh. Siile Anthony)  
I/c Director (Admn.)

Ph. No.: 0364-2522647

**ANNEXURE - I**

1	<b>Name of the post</b>	:	Draftsman Grade I	
	<b>No. of post(s)</b>	:	01 (one)	
	<b>Scale of pay</b>	:	Rs. 4500-125-7000/- (5 <sup>th</sup> CPC)/PB-1 Rs. 5200-20200/- plus Grade Pay of Rs. 2800/- (6 <sup>th</sup> CPC) corresponding to Level 5 of the Pay Matrix as per 7 <sup>th</sup> CPC.	
	<b>Method of Recruitment and Eligibility Criteria</b>	:	By deputation. Officers under the Central or State or Union Territories Government holding analogous post or post in the lower grade, in the same grade in the scale of Rs. 4000-6000 (5 <sup>th</sup> CPC)/PB-1 Rs. 5,200-20,200/- + GP Rs. 2400/- (6 <sup>th</sup> CPC) corresponding to Level 4 of the Pay Matrix (7 <sup>th</sup> CPC) with five years' regular service in the grade.	
	<b>Period of deputation.</b>	:	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department of the Central Government shall not ordinarily exceed 3 years.	
	<b>Job requirement/ Duties and Responsibilities of the post</b>	:	(a)	Create technical drawings based on given specifications and calculations.
		:	(b)	Make necessary calculations for drawing development.
:		(c)	Transform AUTOCAD drawings into 3D drawings.	
:		(d)	Estimating construction costs.	
:		(e)	Check plans.	
:		(f)	Maintenance of T&C library and records.	
:		(g)	Perform other duties and responsibilities as may be assigned from time to time by the Sectoral Head.	
2	<b>Name of the post</b>	:	Upper Division Clerk	
	<b>No. of post(s)</b>	:	13 (thirteen)	
	<b>Scale of pay</b>	:	Pay Band-1: Rs. 5200-20200/- plus Grade Pay of Rs. 2400/- corresponding to Level 4 of the Pay Matrix as per 7 <sup>th</sup> CPC.	
	<b>Method of Recruitment and Eligibility Criteria</b>	:	By deputation. Officers of the Central Government:- (i) holding analogous post on regular basis; or (ii) with eight years of regular service in the grade of Lower Division Clerk in pay band-1 with grade pay of Rs. 1900 (6 <sup>th</sup> CPC) corresponding to Level 2 of the Pay Matrix (7 <sup>th</sup> CPC) or equivalent.	
	<b>Period of deputation and maximum age limit for the post</b>	:	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date receipt of application.	
	<b>Job requirement/ Duties and Responsibilities of the post</b>	:	(a)	To work under the orders of the Sectoral Head/Section Officer and is responsible for the work entrusted to him/her.
		:	(b)	To process and examine the various correspondences in files.
:		(c)	To prepare drafts with noting.	
:		(d)	To point out any mistake or mis-statements of the facts.	
:		(e)	To see whether all facts as are open to check have been correctly stated.	
:		(f)	To draw attention where necessary to precedents or Rules and Regulations on the subject.	
:		(g)	To put up files, if necessary, and supply other relevant facts and figures.	
:		(h)	To bring out clearly the question under consideration and suggest a course of action wherever possible.	
:		(i)	To prepare monthly and quarterly statement of the Sector/Section.	
:		(j)	To extend guidance to LDC relating to work allotted to LDC, if there is no Assistant.	
:		(k)	Performing any other task assigned to him/her by his/her officer with whom he/she has been attached/Deputy Secretary/Director (Admn.) from time to time.	
<b>Note :</b> The candidates applying for the post(s) would not be allowed to withdraw their candidature subsequently.				

**CURRICULUM VITAE PROFORMA**

1	Name and address (in block letters)	:	
2	Date of birth (in Christian era)	:	
3	Date of retirement under Central/State Govt. rules.	:	
4	Educational qualifications.	:	
5	Name of the post applied for.	:	
6	Present post held with pay scale, Pay band and Grade Pay	:	
7	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	:	
	Qualification/experience required		Qualification/experience possessed by the officer
	Essential	(i)	
		(ii)	
		(iii)	
	Desirable	(i)	
		(ii)	
8	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	:	
9	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.		

Office/Instt./Orgn.	Post Held	From	To	Scale of pay/ Present Basic Pay And Grade Pay	Nature of duties

10	Nature of present employment i.e., ad-hoc or temporary or quasi-permanent or permanent.	:	
11	In case the present employment is held on deputation basis, please state-	:	
	(a) The date of initial appointment.	:	
	(b) Period of appointment on deputation	:	
	(c) Name of the parent office/organization to which you belong.	:	

12	Additional details about present employment. Please state whether working under – (indicate the name of your employer against the relevant column)	:	
(a)	Central Govt.	:	
(b)	State Government	:	
(c)	Union Territory	:	
(d)	Statutory Organization	:	
(e)	Universities	:	
(f)	Others	:	
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade	:	
14	Are you in Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised pay scale.	:	
15	Total emoluments per month now drawn	:	
16	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/ Advertisement) (Note : Enclose a separate sheet, if the space is insufficient).	:	
17	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis. (Officers under Central/State Governments are only eligible for "Absorption".) Candidates of non-Government Organizations are eligible only for Short Term Contract. For the post of UDC, the post is only for deputation from Central/State Government or UT Administration.	:	
18	Whether belongs to SC/ST.	:	
19	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects, (ii) Awards/ Scholarship/Official Appreciation, (iii) Affiliation with the Professional bodies/institutions/ societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient any.	:	
20	Whether the present post held is on substantive basis or on officiating basis or on deputation/ short term contract.	:	

21	If Pay scale/Pay Band with Grade Pay in Sl. no. 6 above is not that of the substantive post held (i.e., that on deputation/short term contract/ACP Scheme upgradation/MACP upgradation), then the substantive pay (with Pay Scale/Pay Band with Grade Pay).	:	
I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.			

Date

Signature of the candidate

Address

Phone No./Mobile No.:

Countersigned (Employer with seal and date)

# Strike out whichever is not applicable.

**CADRE CLEARANCE CERTIFICATE**

In the event of selection of Shri/Smti \_\_\_\_\_, he/she will be relieved to join the post of \_\_\_\_\_ in the North Eastern Council Secretariat, Shillong on deputation basis.

Signature :  
Designation of :  
Competent Authority

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case is pending or contemplated against Shri/Smti \_\_\_\_\_.

Signature :  
Designation of :  
Competent Authority

**MAJOR/MINOR PENALTIES REPORT**

Certified that there is no major or minor penalties imposed on Shri/Smti \_\_\_\_\_ during last 10 years.

Signature :  
Designation of :  
Competent Authority

**INTEGRITY CERTIFICATE**

Service particulars of Shri/Smti \_\_\_\_\_ have been carefully scrutinized and it is certified that there is no doubt of his/her integrity.

Signature :  
Designation of :  
Competent Authority